

ORIGINAL FINANCIAL RECORDS RETIREMENT SCHEDULE

Description of Records

Disposition Instructions

1. Original Headquarters and field collection and miscellaneous disbursement records.

- a. Original collection and disbursement records including Washington and field statements of transactions, supporting vouchers, schedules, receipts, authorizations, and related papers exclusive of freight, transportation and payroll records.

Destroy 12 years after the period of the account.

2. Original Headquarters and field payroll records pertaining to salary and allowance payments to Agency employees.

- a. Individual pay card or equivalent, reflecting detailed pay, deductions and service records.

Destroy 56 years after date of last entry on card.

- b. Original payroll vouchers for indigenous employees. (Individual pay cards not maintained.)

Destroy after 56 years from dates of the accounts in which they were submitted.

- c. Original payroll vouchers and bond schedules for Headquarters personnel and field personnel. (Individual pay card or equivalent maintained.)

Destroy 12 years after the period of account in which they were submitted.

- d. Leave records, maintained independently of pay and earning records.

(1) Pay or fiscal copy.

- (a) Final leave record showing accumulated leave on separation.

Destroy 10 years after last entry on card.

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| <p>(b) All other pay or fiscal copies.</p> <p>e. Time and attendance reports, notification of personnel actions (exclusive of those in Official Personnel Folders), payroll control registers and payroll change slips.</p> <p>3. Original Headquarters and field transportation and freight records.</p> <p>4. Contracts</p> <p>a. Original numbered contracts and letters of agreements on negotiated contracts covering general Agency procurement.</p> <p>5. Personal Service Contracts</p> <p>a. Personal service contracts for experts, consultants and part-time employees.</p> <p>6. Accounting Records</p> <p>a. General Accounts Ledgers</p> <p>b. Allotment Records</p> | <p>Destroy 3 years after audit of related pay records.</p> <p>Destroy 2 years after audit of related pay records.</p> <p>Retain for 4 years after the period of account. Freight or passenger transportation vouchers which have become involved in litigation or any other condition that requires the voucher to be retained beyond the 4 year retention period should be retained for 10 years after the period of the account.</p> <p>Destroy 12 years after the end of the fiscal years in which the contracts were stored in the Agency (CIA) Records Center.</p> <p>Destroy 12 years after the end of the fiscal year in which the contracts were stored in the Agency (CIA) Records Center.</p> <p>Destroy 10 years after close of fiscal year involved.</p> <p>Destroy 10 years after close of fiscal year involved.</p> |
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